

Minutes of Bures Hamlet Parish Council Meeting
Monday, 15th July 2024
held at Bures Community Centre at 7.30pm

Present: Cllrs R Shackell, S Keeble-Fox, S Manning, K McAndrew,
M Welch, J Chambers, J Aries (BSMPC Chair/Transition Group),
Cllr L Norton (BSMPC rep), Cllr Schwier (ECC), Cllr Holland (BDC)

In the Chair: Cllr R Shackell

Also present: J Wright (Clerk) and M Elder (prospective member)

01/07/24 APOLOGIES FOR ABSENCE

None received.

02/07/24 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.
No interests declared and no dispensation requests put forward.

03/07/24 CO-OPTION OF NEW MEMBERS

Members agreed to co-opt Maggie Elder on to the council and she was asked to join the table.
The Declaration of Acceptance of Office was duly signed.

04/07/24 MINUTES

Minutes of the Parish Council Meeting of 16th May 2024 (previously circulated) were duly approved and signed as a correct record.

05/07/24 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

No members of the public present.

Bures St Mary Parish Council: Cllr Norton reported on the following: Damaged Bridge Street bus shelter/noticeboard removed. BSMPC has applied for a Capital Grant from BDC. Options for a replacement will be decided upon the outcome of the grant application. 3 quotations have been submitted with the application. Cllr Norton advised that to repair is as costly as to purchase new. The revised plans for the Chambers Bus Depot site and the designs for replacement shelter/noticeboard had been made available to view at the last Saturday market. BSMPC had commented on the revised plans stating its disappointment that they did not reflect characteristics of the surrounding buildings. Next parish council meeting to be held on Thursday 18th July.

County Councillor: Cllr Schwier presented his report to the members. Items raised: Essex Highways has launched its 2024 road resurfacing programme to improve and upgrade roads across the county. Flood resilience grant information circulated. ECC alongside SCC and Norfolk CC has objected to the Norwich to Tilbury Pylon proposals. All Residents Climate Change Advice packs refreshed. Cllr Schwier advised that only 60 grants for Bleed Kits have been made available across Essex. Mineral Plan public consultation opens in the autumn. Essex County Council received funding towards Pedal Power from the Government's Getting Building Fund, managed by the South East Local Enterprise Partnership (SELEP) and Essex Physical Activity Local Delivery Pilot (LDP). Under the scheme the bikes are loaned for a year, however, if the traceable GPS tracker indicates that the bikes are being used regularly, residents can keep the bike. Clerk to write to Cllr Schwier on the following: Update on resurfacing of Bridge Street, pot hole at Parsonage Hill and a request for a Bleed Kit.

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The Clerk noted that all correspondence between meetings from Cllr Schwier had been circulated.

Cllr Schwier left the meeting at this point.

District Councillor: Cllr David Holland presented his report to the meeting.

He apologised to the members that BDC had failed to produce an Article 4 for the land at Colchester Road and outlined the failings. He advised that an Article 4 should have been produced prior to any works on the land. Cllr Holland on behalf of the parish council had also followed up with Enforcement regarding the current issues with the new landowners. Land Change of Use required. He encouraged members to continue to maintain contact with Enforcement on the matter. Cllr Holland proceeded to raise awareness of the potential for the local area to be affected by the Essex Local Nature Recovery Strategy and the new requirements relating to the delivery of on-site and off-site Biodiversity Net Gain which is now a demand of the planning system. A public consultation on the ELNRS pending.

Cllr Holland left the meeting at this point.

06/07/24 POLICE MATTERS

a) Issues raised with Community Policing Teams: PC Georgia Norman to cover Bures St Mary, Waldingfield and Boxford. Posters displayed to discourage ASB at the recreation ground have unfortunately been torn down. Further posters being produced. Clerk to display on the Essex side of the village as well. Thefts from sheds at Colchester Road plus issues with 3 young trail bikers reported to Essex Police.

b) BSM SpeedWatch: Essex Police Officers have joined Cllr Aries on patrol. This is a new police initiative and Cllr Aries has on a few occasions also been joined by the local PCSOs. New volunteers welcomed.

07/07/24 HIGHWAY MATTERS

Members noted that all LHP applications must be completed via a new online submission scheme.

a) Colchester Road speed calming: Following ongoing problems with ECC Highways regarding a suitable location for a pole to install a SID it had been agreed not to follow up with the suggestion to share the use of the BSMPC SID. Instead it had been agreed to invest in a traffic speed survey to gain evidence for further traffic calming measures along Colchester Road. The Clerk has investigated costs but it is agreed to gain advice from Cllr Schwier prior to any decision being made. A complaint received regarding lorry speeds through the village has been investigated showing speeding can be an individuals own perception. Cllr Aries agreed to discuss with the complainant.

b) Bridge Street pedestrian safety: Several safety measures have been put in place over a number of years. However residents remain concerned and requested the parish council to revisit traffic calming for Bridge Street. The Chair has responded to the concerns with an overview of past and current actions and advised that hopefully the pending traffic survey will give sufficient data for ECC to investigate possible solutions. Members agreed parking on Market days needs to be mitigated.

c) Water Lane pedestrian safety: Residents also remain concerned with pedestrian safety at the Water Lane/Station Hill junction where cars regularly park and create hazardous conditions. Members agreed for the Clerk to contact NEPP and proceed with submitting a TRO.

d) Flooding issues: Several Water Lane residents had responded positively to the Clerk's letter requesting contributions as holders of riparian responsibilities for maintenance of the brook. The Clerk had also requested an on site meeting with a Highway Engineer to discuss the flooding issues in more depth. She would follow up again as no meeting had been agreed. The drains had been cleared and pavements and gutters swept following the flooding.

e) Millennium footpath: FP32 is an established Right of Way on the Essex Definitive Map leading from Colchester Road kissing gate to the Millennium bridge. During heavy rains the footpath becomes impassable. Members agreed it would be a costly project to raise the path bed and agreed flood data should be collected before progressing the suggestion.

f) 30mph extension Lamarsh Hill: Cllr Schwier confirmed that the LHP request has been passed to the Design Engineers for validation. No further update.

g) Middleton Road to Lamarsh Hill: Members remain in support of Cllr Holland's proposals for a 40mph speed limit along the Henny Road which is predominantly subject to a 60mph limit. The proposals have been submitted as a Local Highway Panel request to ECC. Cllr Holland advised that LHP requests for small projects are to be separated from the many larger projects submitted to hopefully quicken the system.

h) Station carpark use: Owing to Greater Anglia's reluctance to allow the car park to be used by the community when markets days are on, it was suggested to check if BCLT would be willing to meet the costs of an average day's takings for NCP. This contribution could then be offered to Greater Anglia for the use of the car park to ease the parking situation on market days.

i) Bridge Street resurfacing: Works scheduled but no planned date. Clerk to follow up with Cllr Schwier.

j) Station Hill tree root: Cllr Schwier advised that there were currently no works in the system for the pavement repair.. However he has requested an Inspector to visit the site to assess the root growth.

08/07/24 PLANNING

a) All applications received and comments made to date as per attached list.

b) Applications requiring consideration at this meeting:

24/01482/TOPCON No. 8 Lamarsh Hill – Parish Tree Warden to visit the site and offer his comments.

c) Colchester Road land sales: See Minute reference 05/07 District Councillor report.

d) Report on other planning matters:

1) Ferriers Farm Barns: Prior Approval application 23/01976/COUPA – BDC decision – full planning permission is required. No full planning application submitted to date.

Cllr Holland had forwarded the following report to the parish council:

He is actively looking into the issue of Class Q for Ferriers Farm Barns as the site owners are looking at commercial use for the barns. No further update.

2) Chambers Bus Depot site: Concerns raised by Heritage regarding the architectural design. Highways had submitted a holding objection on the garage designs. Roses have been asked to provide marketing based evidence regarding change of use from commercial to residential. See Agenda Item 05/07 BSMPC report.

3) Jubilee Grove: Cllr Aries had circulated a report. Brush cutter received for use at the Grove. Gifted to the BHPC. Troublesome wild oats have been total eradicated. 3 benches installed and area around now made accessible. Interpretation board to be installed when built.

e) National Grid Bramford to Twinstead: National Grid has now signed a Connection Agreement for a further 480mw connection for solar generation at the substation that was originally part of the Bramford to Twinstead Reinforcement Project. This equates to facilitating the connection of an additional 1,000+ acres of solar panels which is in addition to the already known 2,500+ acres within 11 km of the substation at Twinstead. Further information from all interested parties invited. Deadline 7th August.

09/07/24 JOINT NHP AND JOINT PARISH PLAN 2024-25

a) Joint NHP: Both District Councils have reviewed the plan and a Steering Group meeting to be held to consider their comments before actioning the statutory public consultation.

b) Joint Parish Plan 2024-25: Joint parish council magazine – discussions in hand as to whether the parish councils would amalgamate a magazine with St Mary PCC or amalgamate with adjoining parishes. Website/Facebook page improvements in hand. A review of the plan is due in the autumn. All members to consider items to be included.

10/07/24 AUDIT MATTERS

a) Still awaiting the External Auditors report for 2023/24 Accounting Statement – noted.

b) Internal Audit Review scheduled for Monday 7th October at 6pm via Zoom – Clerk, Cllr Welch and Cllr Keeble-Fox to attend.

c) Asset Register updated and circulated. All disposals to be removed.

d) The Clerk has investigated the External Auditor's note to Assertion 3 stating every authority should have an email account that belongs to the council and to which the council has access this ideally would be a .gov.uk or .org.uk address or an address linked to the council website. Following advice on this, the Clerk advised members that she would wait on the outcome of the External Auditor's report to consider whether further follow up is required.

e) Safeguarding Policy approved.

11/07/24 FINANCE MATTERS

Business Instant A/C balance: £13,108.07 Treasurers Account balance: £2,479.04

a) Finance and Budget monitoring report - noted, circulated and attached.

b) Bank reconciliation and verifying bank statements dated 4th July 2024 noted, circulated and duly signed by the Chairman and non-signatory member.

c) The Clerk had obtained the relevant information on Utility Aid Services with an aim to improve the electricity provider for the parish council. The Chair agreed to read the information thoroughly before any decision is made to use the Utility Aid Services.

d) Clerk following up with Lloyds Bank regarding changes in regulations for business accounts.

12/07/24 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION

This had been previously circulated (attached and published on website).

The Clerk requested approval to obtain a quotation to paint the village sign lamppost and surround. All members agreed.

A number of letters encouraging the residents to cut back overgrowing hedges and vegetation had been delivered throughout the parish. Some positive responses.

At this point the Chair requested the meeting to continue after the 2 hours as per Parish Council Standing Orders. All members present agreed.

13/07/24 REPORTS - All reports had been circulated prior to the meeting. Councillors acknowledged receipt and were able to present questions by exception.

Asset Report: Cllr Shackell apologised that he had not circulated a report. He would complete and circulate as soon as possible. It was suggested that when members are undertaking the Asset inspection then any repairs or tasks able to be completed by the member are done at the same time. This will hopefully reduce contractor's costs throughout the financial year.

Cemetery Authority: Draft minutes of the meeting of 17th June 2024 circulated, published on the parish council website and available to view online. Next meeting 9th September 2024.

Sportsground Committee: The draft minutes of the 4th July 2024 circulated, published on the parish council website and available to view online. Next meeting 12th September.

Community Centre: No minutes available for circulation.

Rights of Way: Cllr Keeble-Fox had circulated her report to members. This has been published on the parish council website and available to view online.

Primary School: Cllr Fairbairn had circulated the Annual Governance Statement for 2023-24 and this has been published on the parish council website and available to view online.

Tree Warden: Planning application No. 24/01482/TPOCON No. 8 Lamarsh Hill waiting on the Tree Warden's comments.

Station Adopters: Mary Turner, Lead Station Adopter had circulated her report on behalf of Bures Station Adopters and this has been published on the parish council website and available to view online.

Bures Common Land Trust: Nothing to report.

14/07/24 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Members to attend the Saturday morning markets when able. Rota to be formed.

15/07/24 DATES FOR REPRESENTATIVES AT BSMPC MEETINGS:

2024: 19th September – Cllr Keeble-Fox, 21st November – Cllr Chambers

2025: 23rd January – Cllr Manning, 20th March – Cllr McAndrew, APM 24th March – All,
22nd May – Cllr Shackell

16/07/24 DATE OF NEXT MEETING: Monday 16th September to be held at Bures Community Centre at 7.30pm. As 3 members gave their apologies for this meeting, the Clerk agreed to rearrange the meeting date as soon as possible.

Future dates agreed for 2024: Monday 18th November

Future dates agreed 2025: Monday 20th January, 17th March, APM 24th March, AGM 19th May

The meeting closed at 9.40pm

Signed:

Chairman

Date

